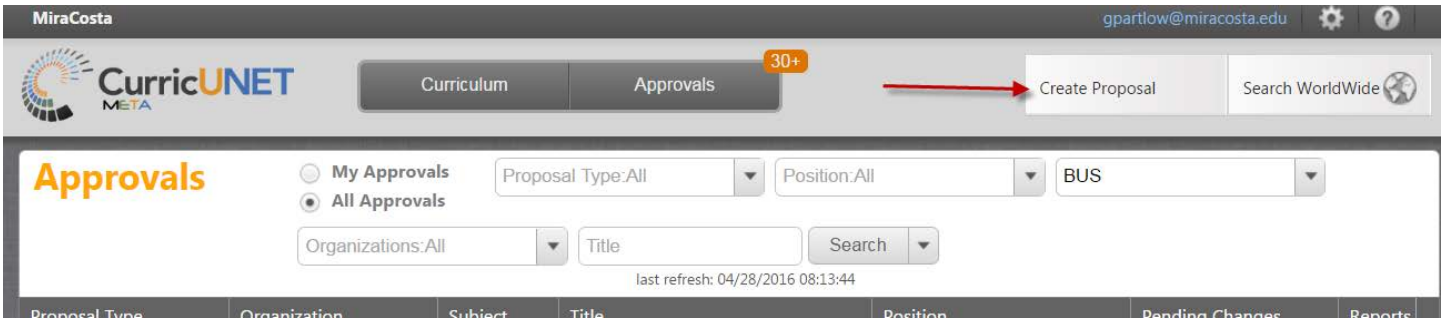
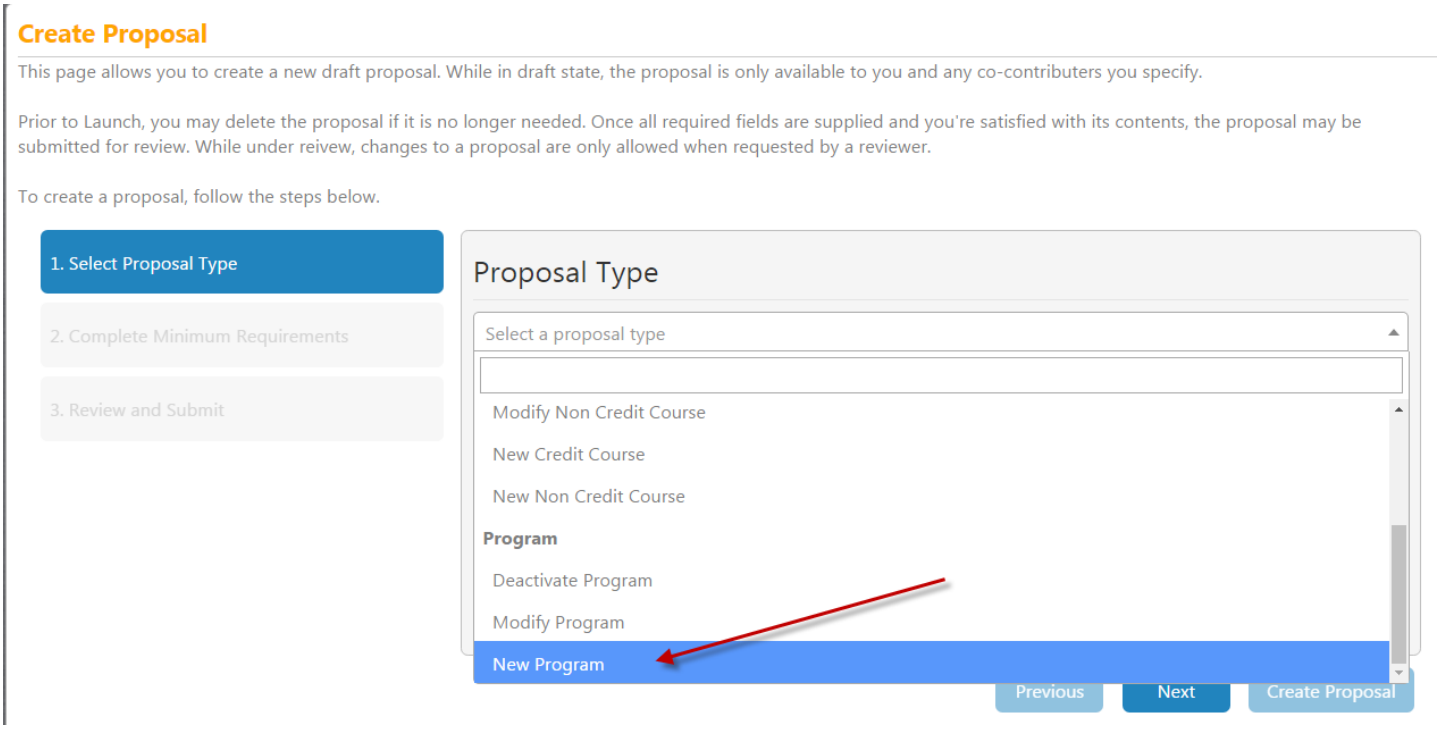
Creating a New Program Proposal in CurriUNET Meta

Step 1. Log into CurricUNET Meta.

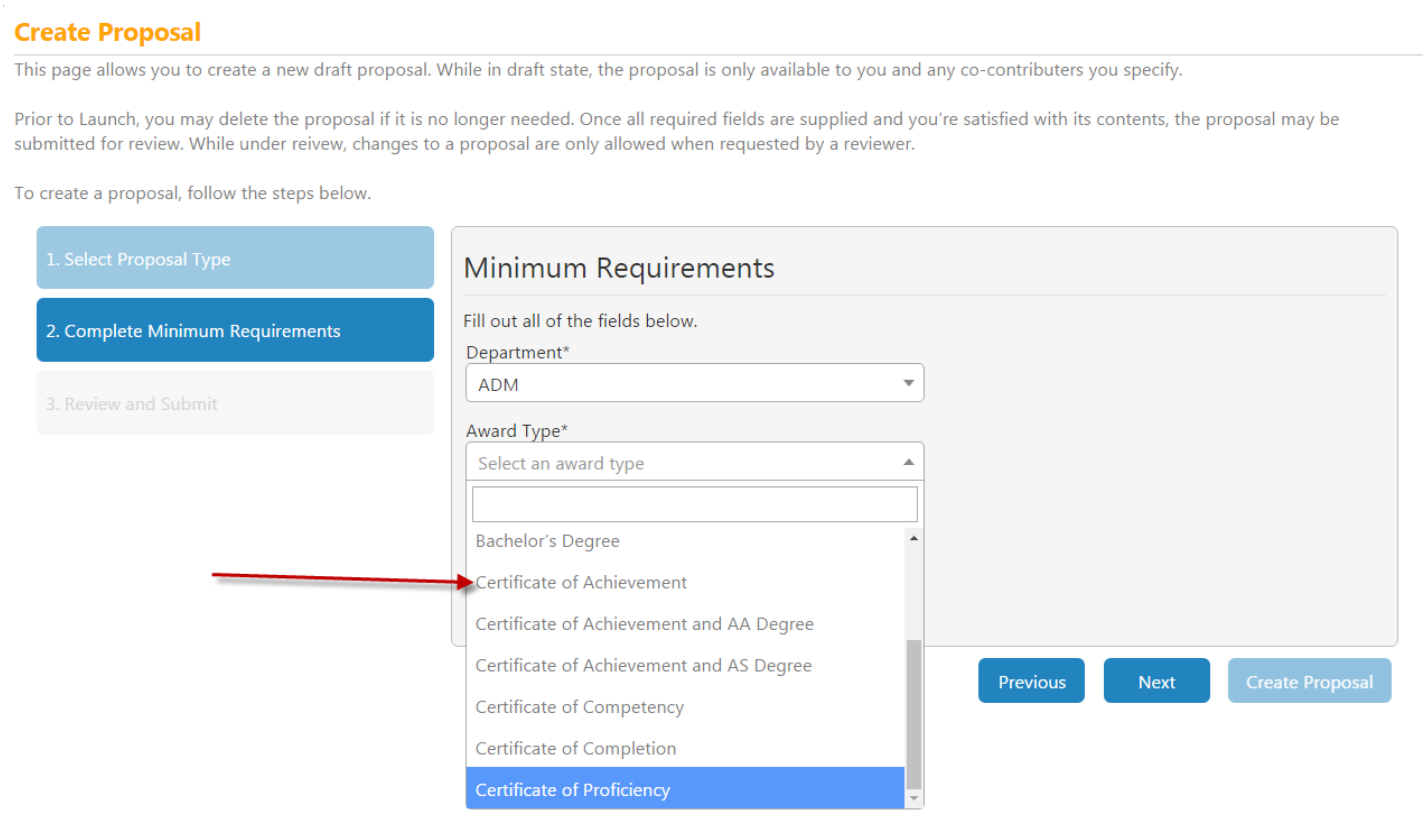
Step 2. Click on Create Proposal button located in the top right hand side of the page.



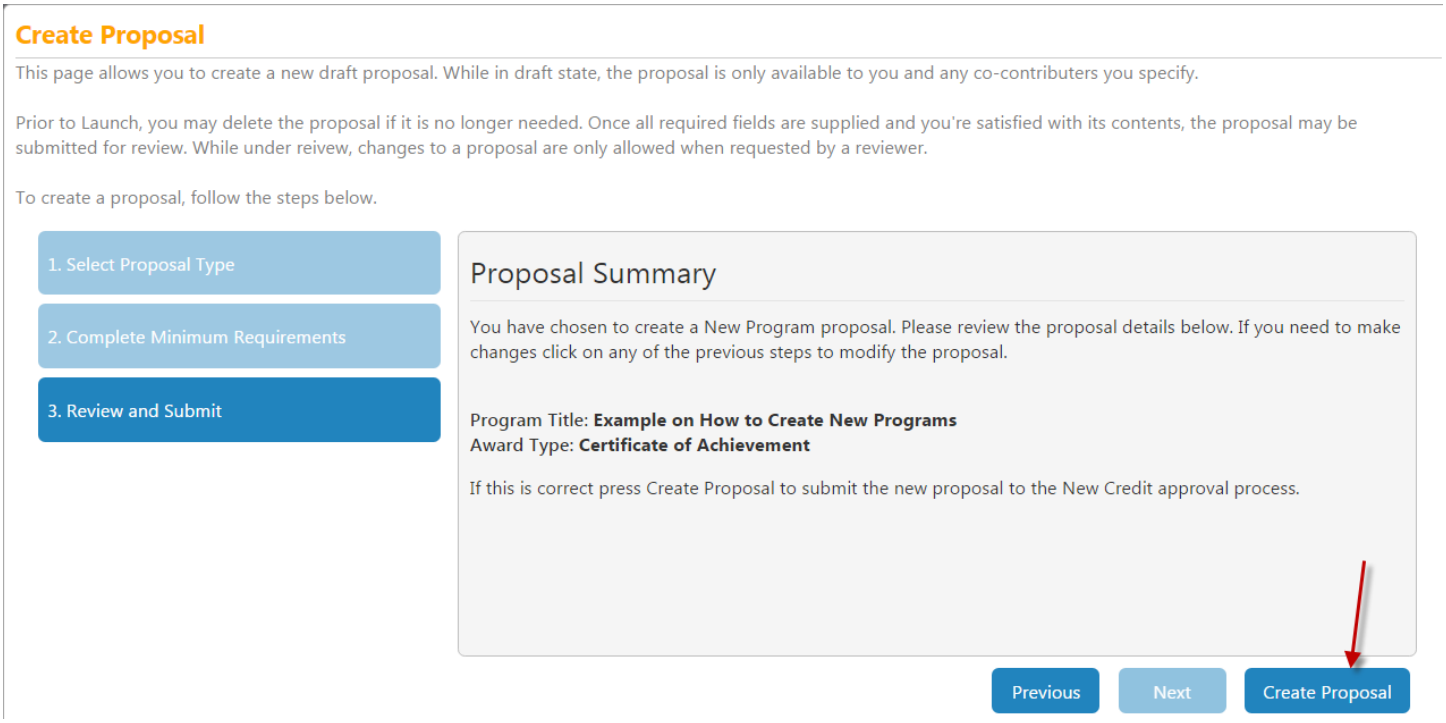
Step 3. Select Proposal Type (New Program). Then click on Next button.



Step 4. Fill out the Minimum Requirements. Under Award Type, choose what best describes your program. Will it be just a Certificate of Achievement? Or will it be both Certificate of Achievement and AA Degree? Note that we have a choice of AA or AS. Enter your program title. Then click on the Next button.



Step 5. Click on Create Proposal under Proposal Summary.



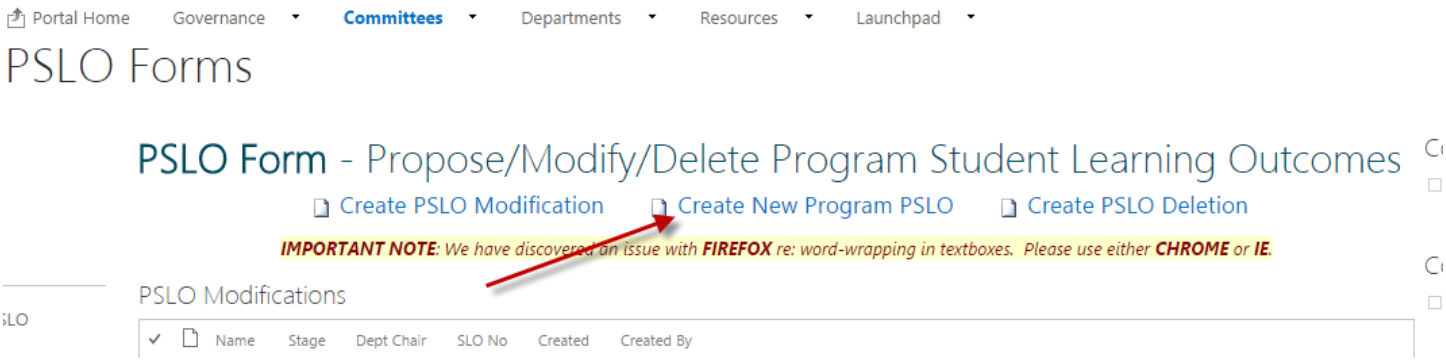
Step 6. Fill out Cover Page. You can change your program title on this page if needed. Add the subject this program falls under. Complete all fields. Click on the Save button at the bottom right corner.

Step 7. Complete the Description page. This is what goes in the catalog describing the program. If you click out of the text box the Save button will appear, click on Save.

Step 8. Workforce Needs Verification. This is for CTE programs. Skip this page if you do not have a CTE program. If this is a CTE program, complete page and save.

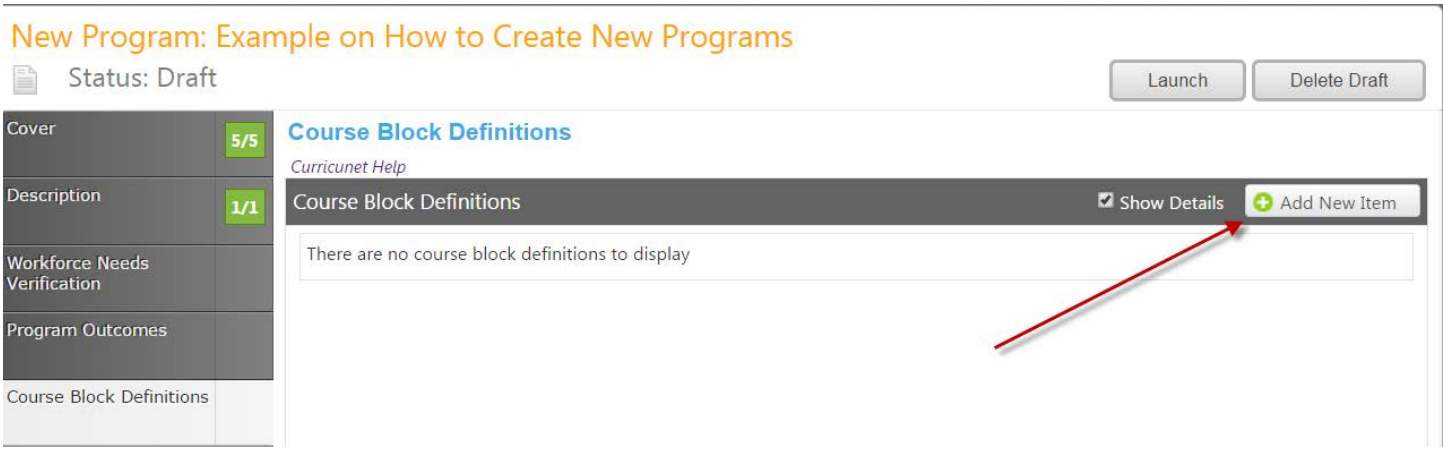
Step 9. Program Outcomes. This page can only be edited by the Technical Support Specialist. For program outcomes, go to the SLO Committee portal site and complete a new Program SLO form. Once the form goes through the SLO approval process the Technical Support Specialist will add it to your program proposal.

https://portal.miracosta.edu/Committees/College%20Committees/SLO_Assessment_Committee/Solutions/PSLO%20Forms.aspx

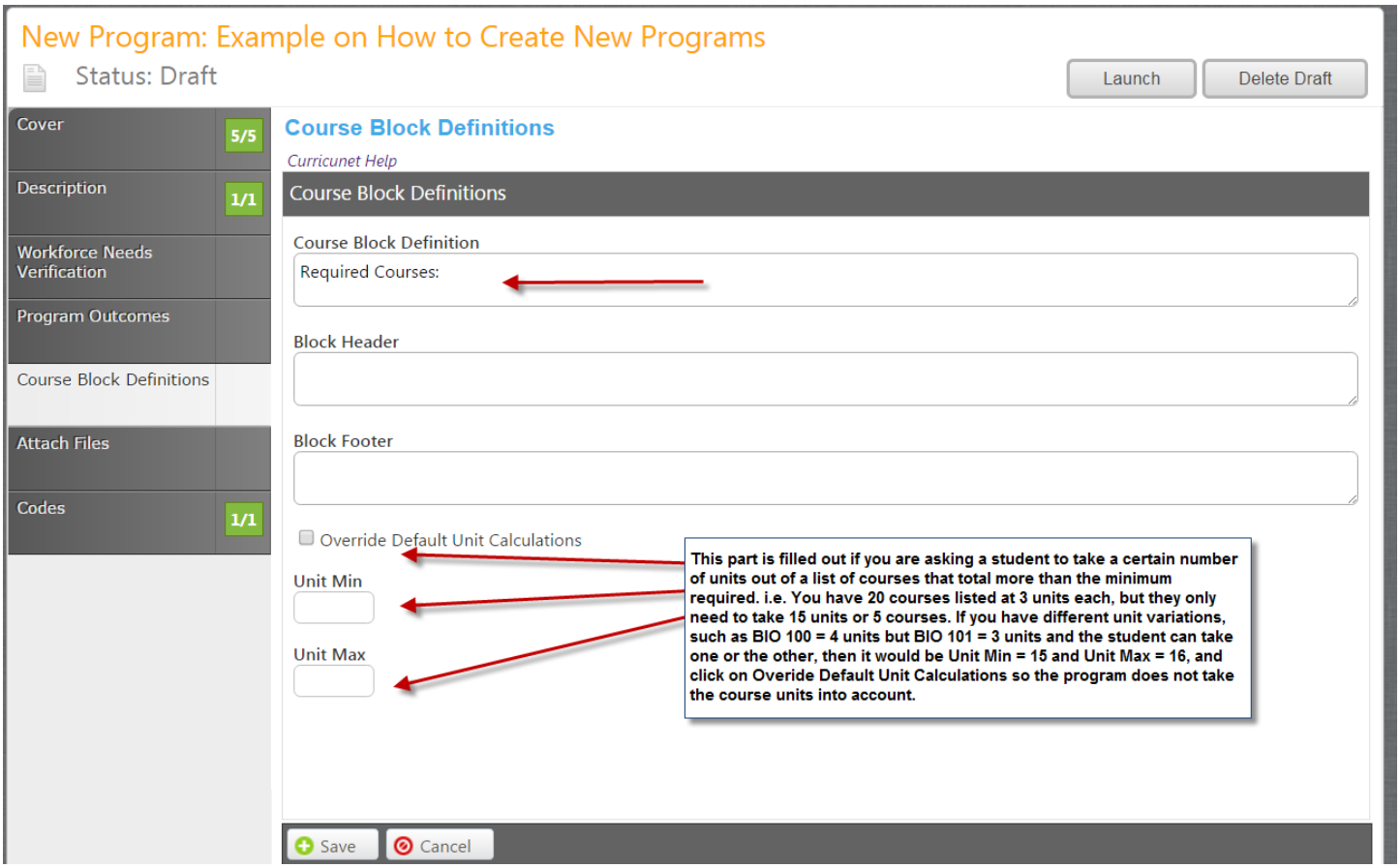


Step 10. Course Block Definitions.

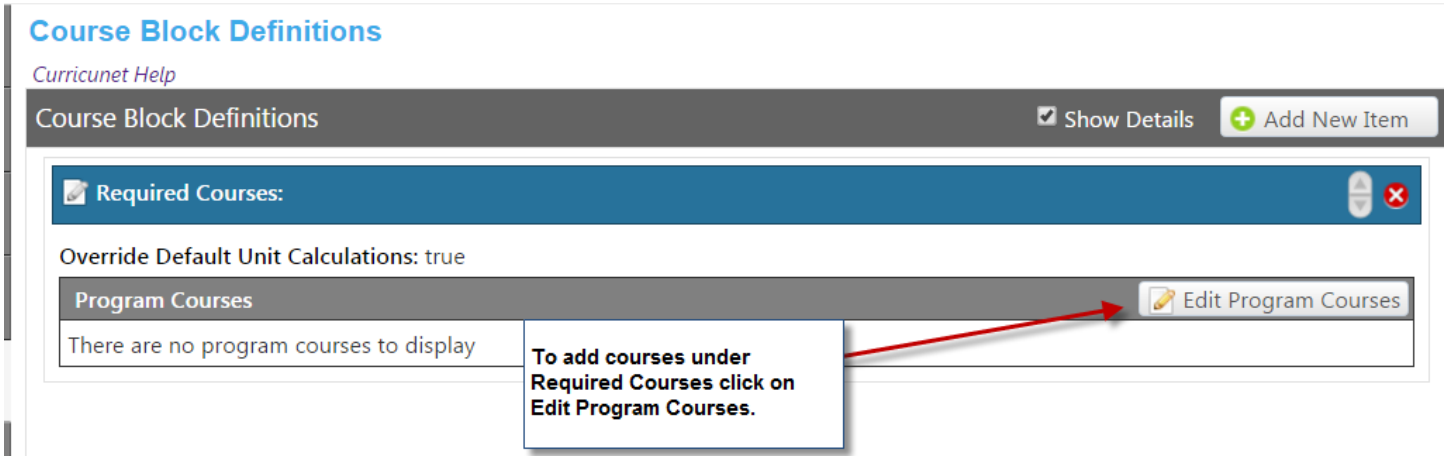
A. Click on Add New Item to start.



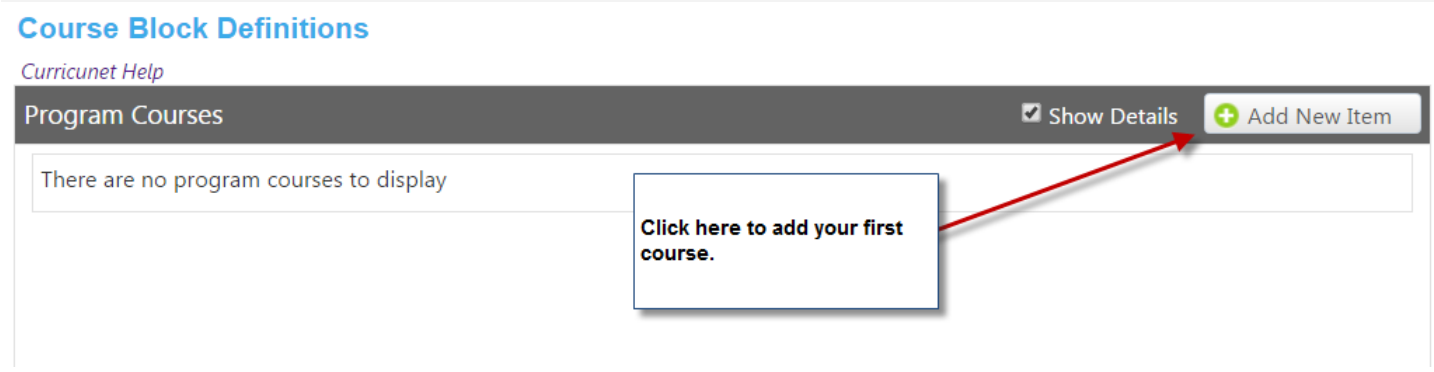
B. Course Block Definition text box. This is where you'd add the language for the courses listed in the program. i.e. "Required Courses" or "Select 15 units from the following courses:"



C. Now to add courses under the Required Course Block you just created, click on the Edit Program Courses button located to the right.

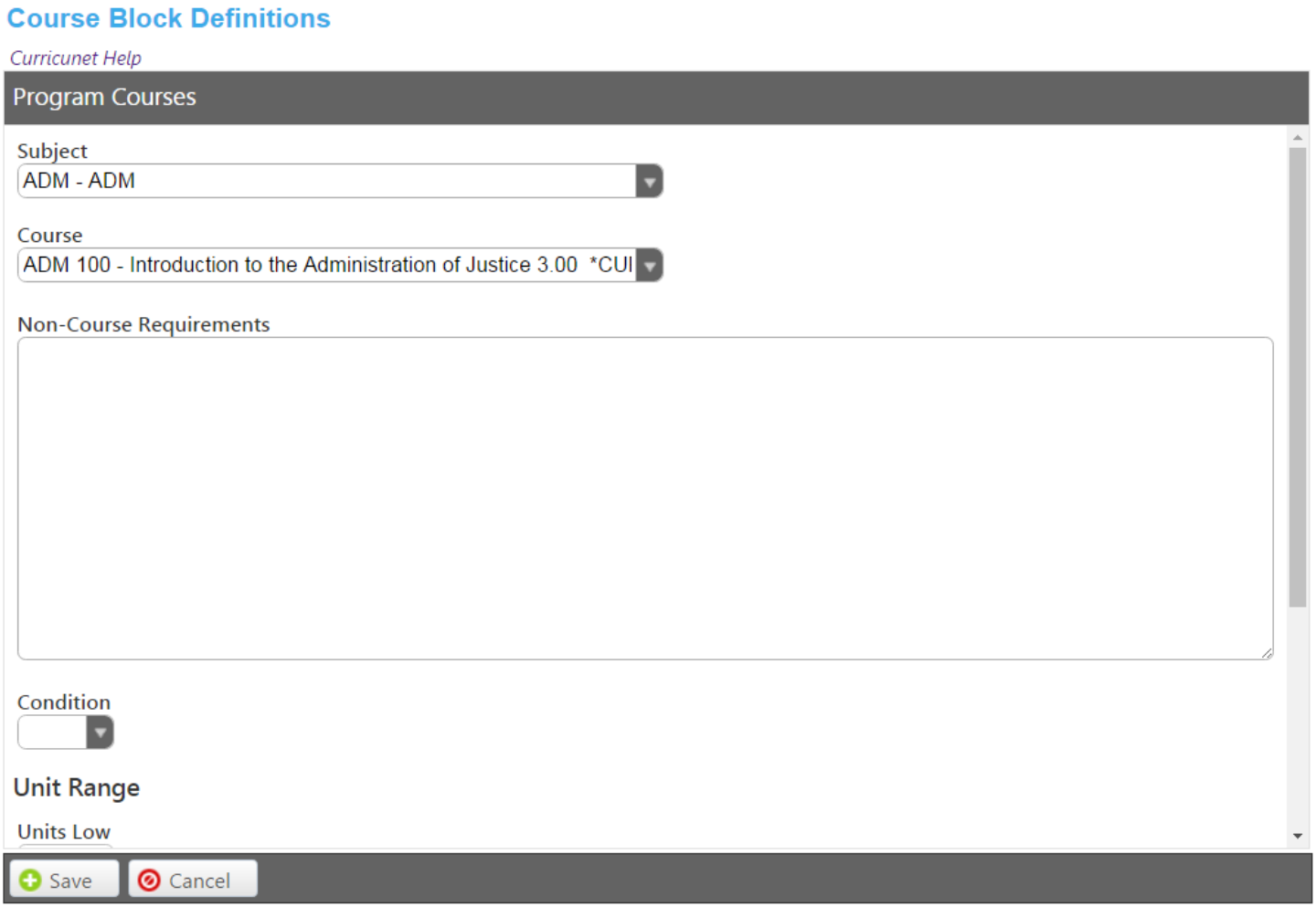


D. To add courses, click on Add New Item.



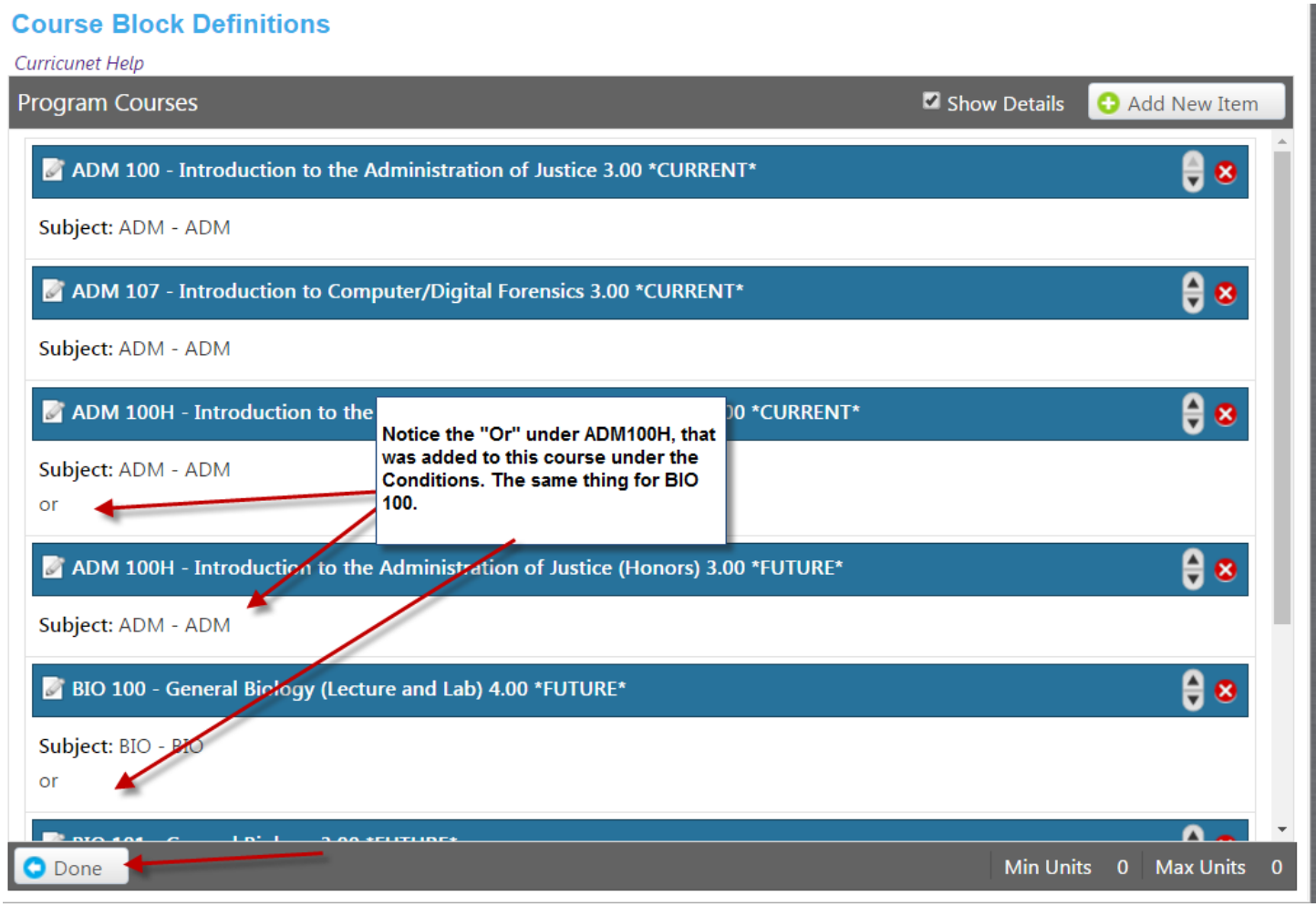
E. Select the course from the drop down menu by selecting the Subject first, then the course. This is where you'd also select the condition (example of when you'd do this: BIO 100 or BIO 101, or BIO 101 and BIO 101L). The Unit Range is for courses that have variable units such as the 292 and 299s. You can identify here that you must take a minimum or maximum number of units for this particular course.

Click on Save to add the course to the list.

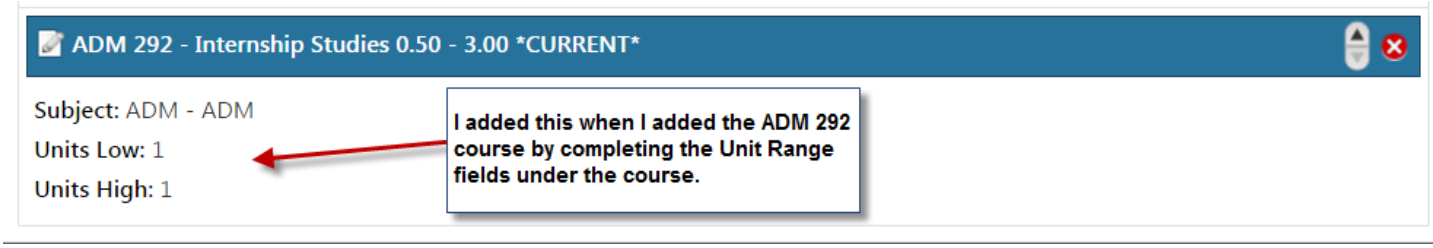


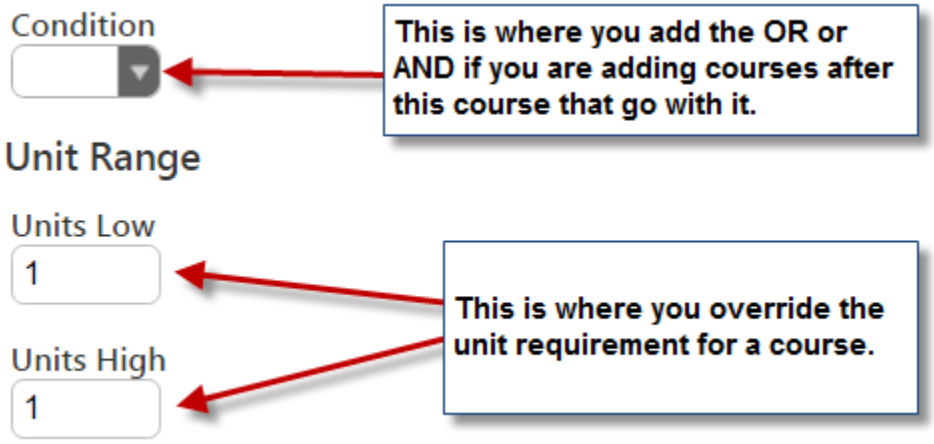
F. Click on Add New Item again to add the second course in your list. Repeat.

G. One you are done adding the courses under your Course Block Definitions for Required Courses (or Core Courses or whatever you titled your first block), click on the Done button located on the bottom left of the page.



H. **Unit Fields Range**

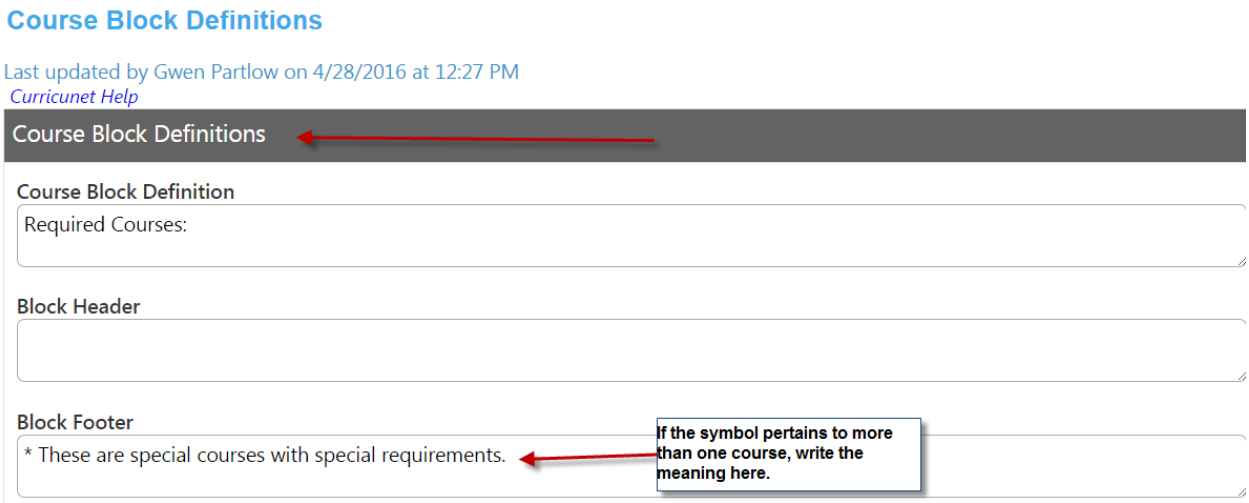




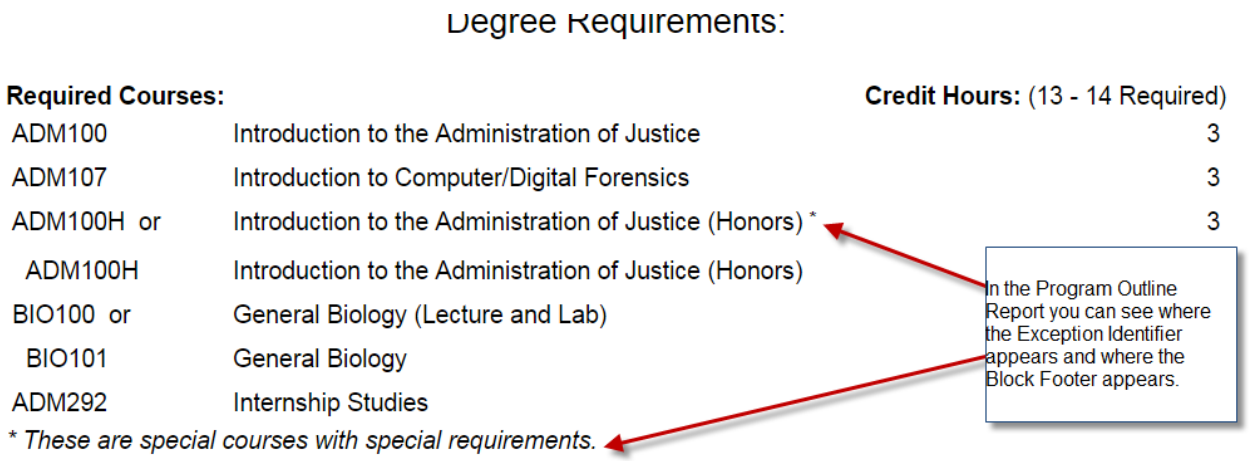
I**. Exception Identifier**. If you have an exception for one course, you can add a symbol in the Exception Identifier box and then write the reason for the exception in the text box below. If you are using the same symbol for multiple courses, just add the symbol to the Exception Identifier for each course and leave the Exception text box blank. You will add the reason for the Exception Identifier on multiple courses under the ***Block Footer*** of the Course Block Definition.

Shown in the course:

Shown in the Course Block Definition:

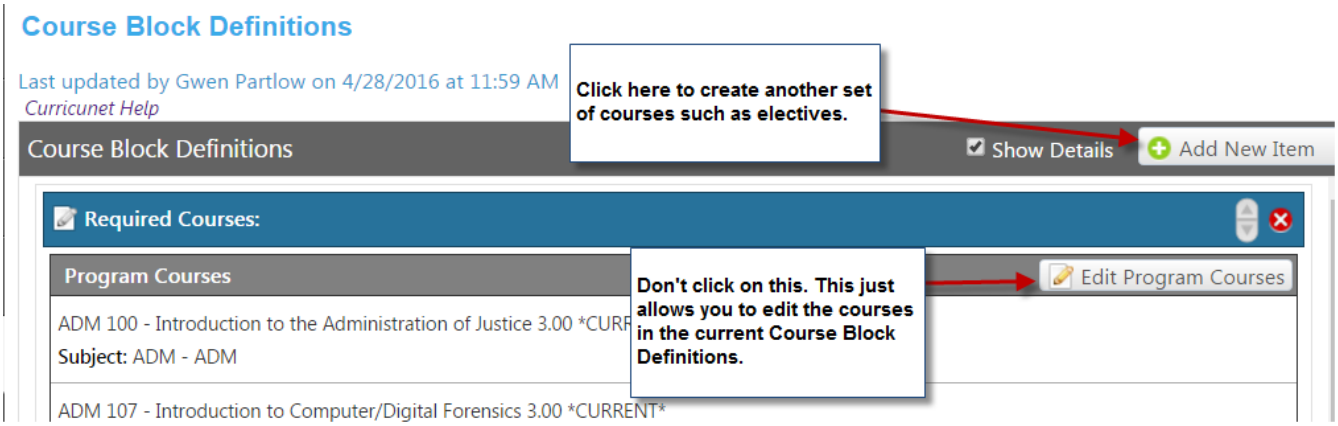


How it looks in the Program Outline Report:

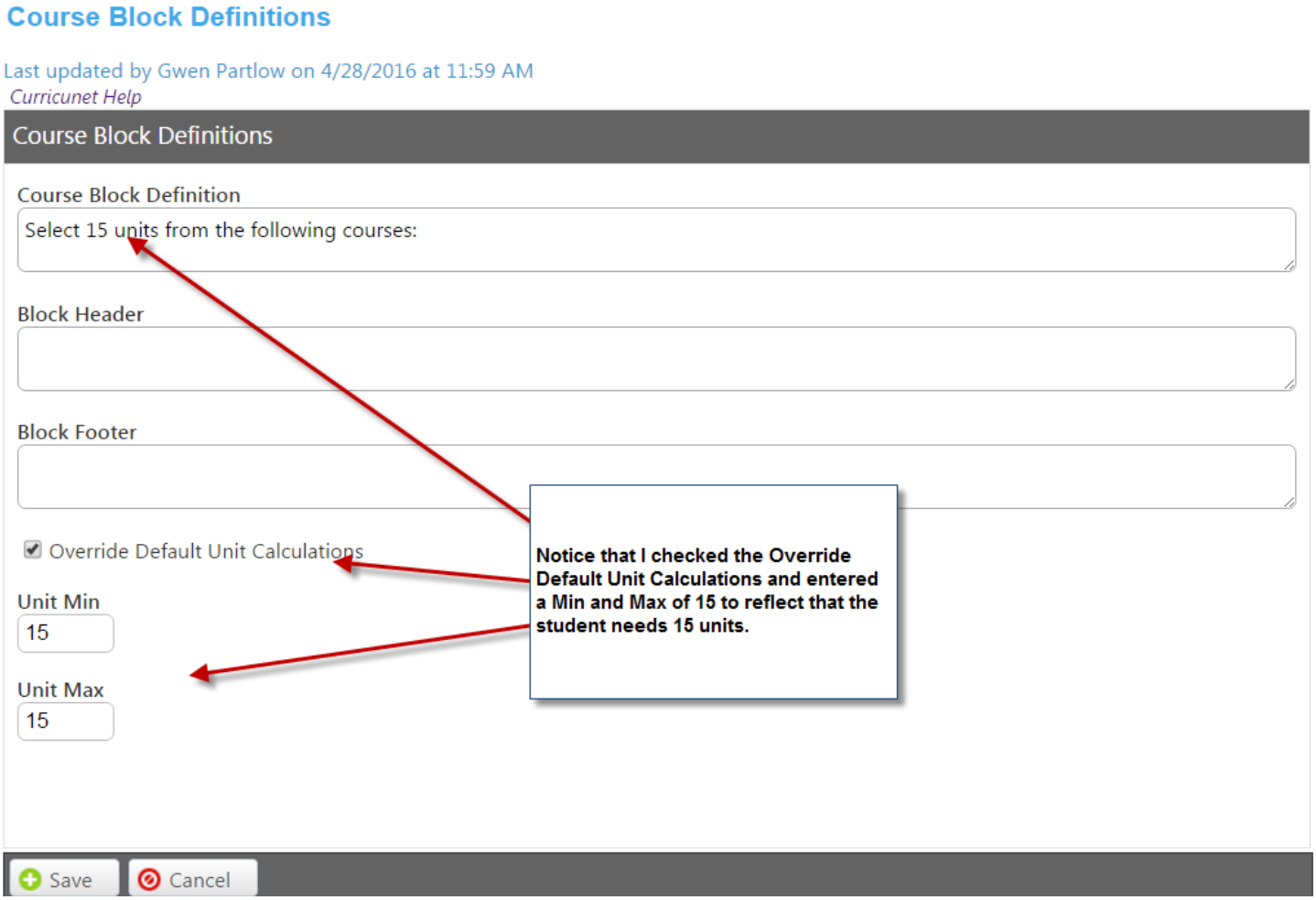


Step 11. Adding another Course Block Definition. This would be done if you have elective courses, or different course pathways for program completion.

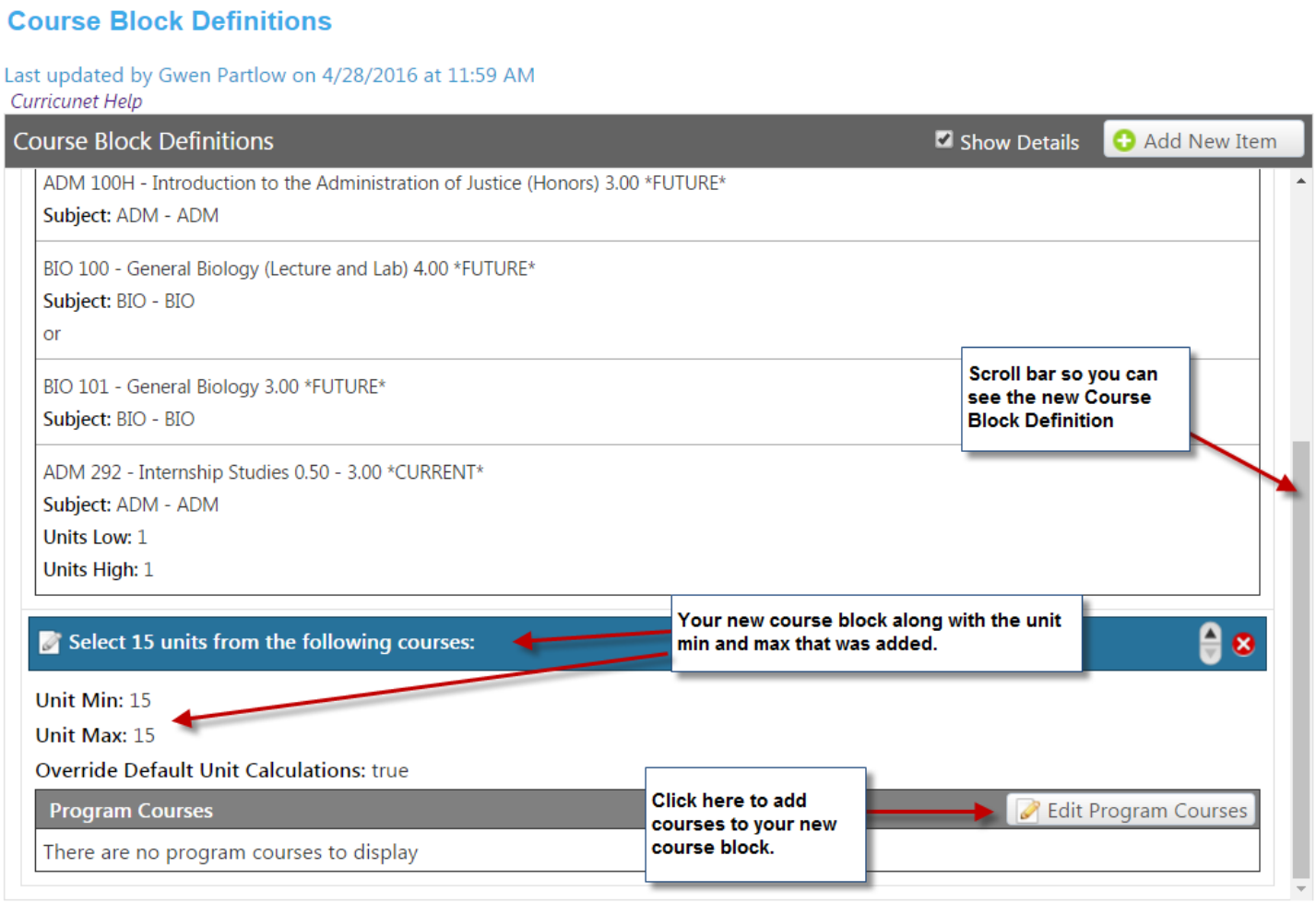
Click on Add New Item in the Course Block Definitions row (all in gray).



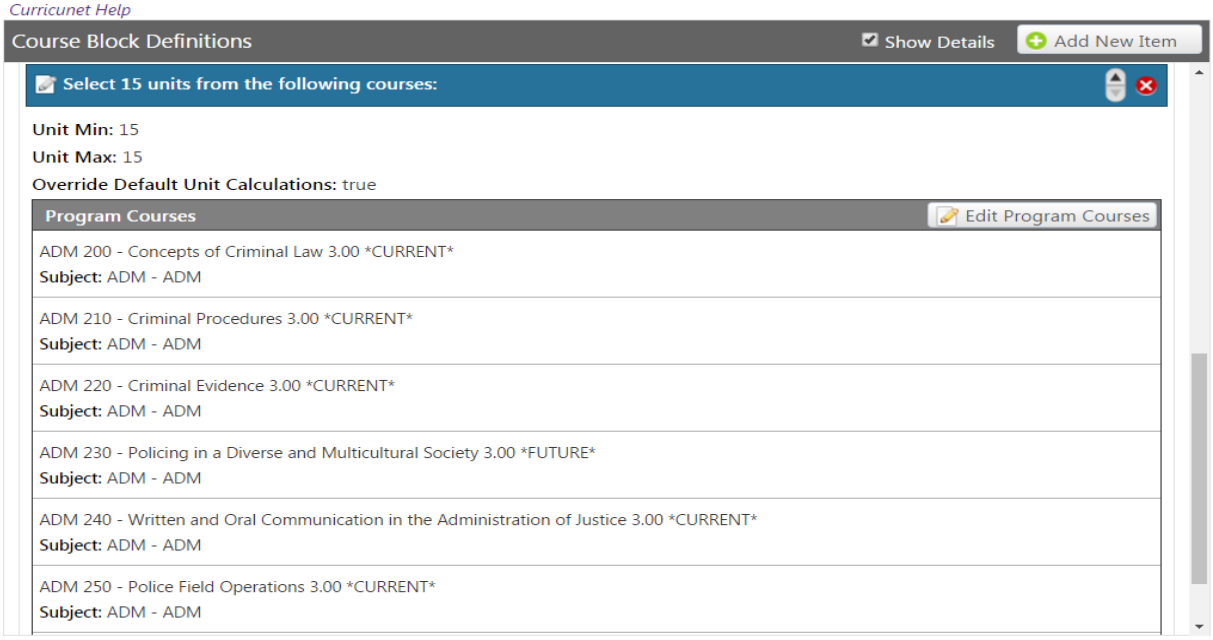
Step 12. Enter your parameters for the new course block definition. Click on the Save button.



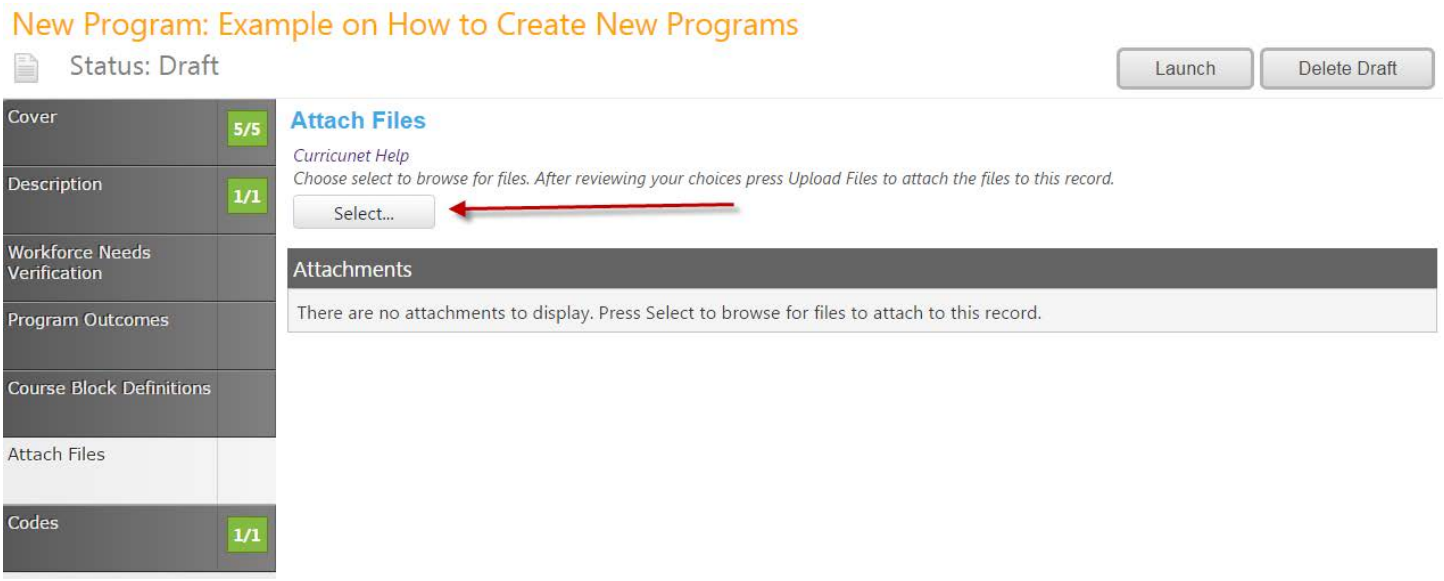
Step 13. Add courses to the new Course Block Definition. You'll probably have to scroll down to see where it is (scroll bar on the right side). Click on the Edit Program Courses button under the new Course Block Definition. In this example, it would be under "Select 15 units from the following courses:"



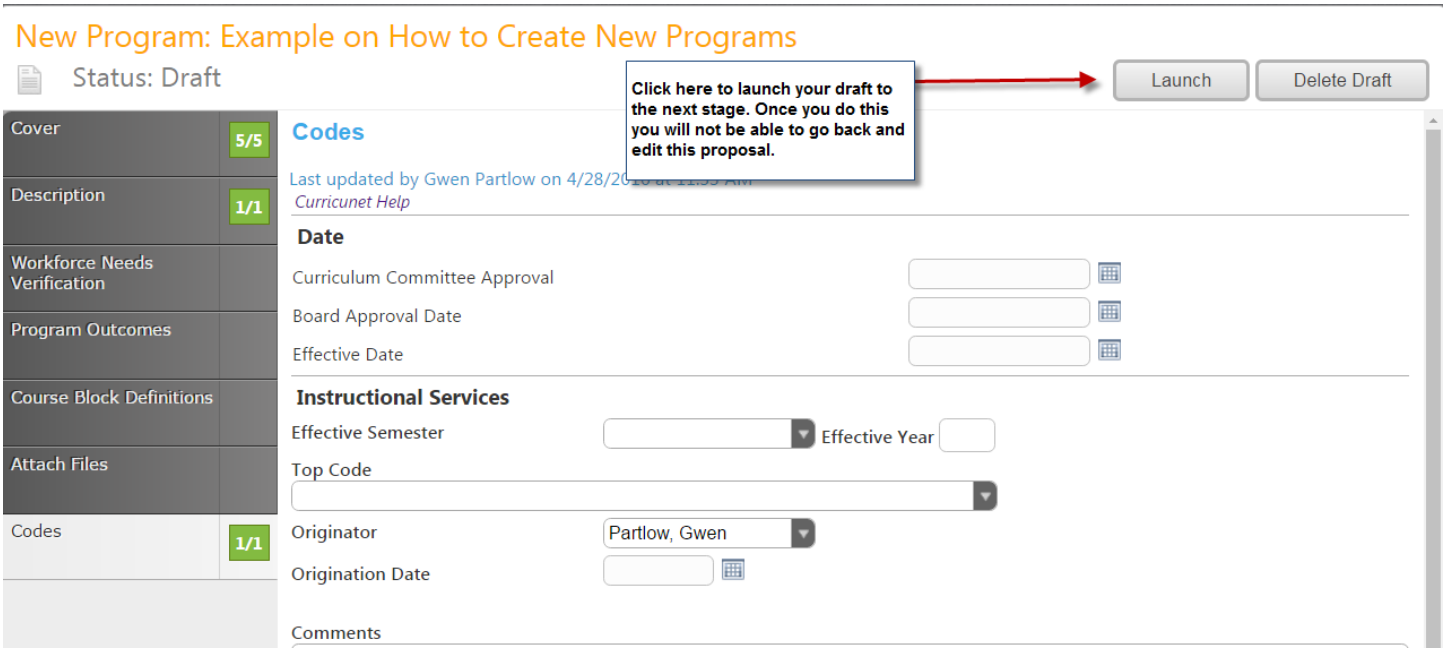
Step 14. Follow the directions in Step 10, D-G to add courses. When done, it should look like this:



Step 15. Attach Files. This is where you add the documents of support for your new program. These will be used when the program is submitted to the Chancellor's Office.

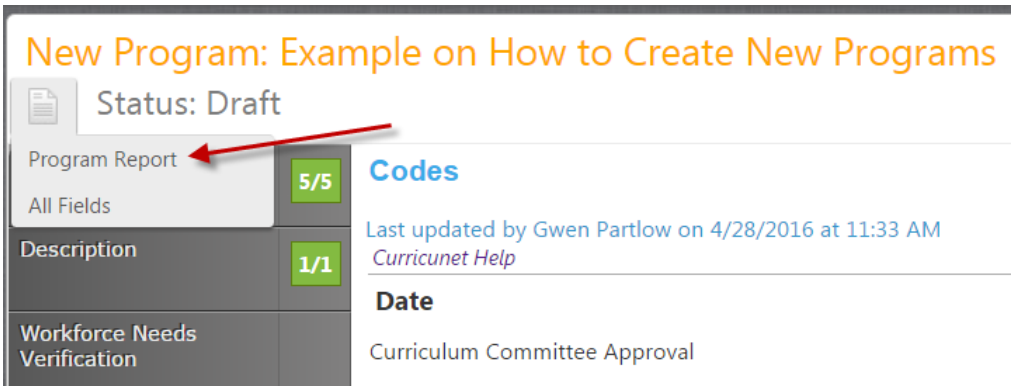


Step 16. Codes. This page is completed by Administration. If you are completely done and ready to submit to the next stage, click on the Launch button in the upper right corner. If you'd like to continue working on the draft, just exit the page. Your draft will be saved.



Further tips:

- View a clean version of your proposal. Click on the paper icon in upper left corner next to Status and select Program Report.



EXAMPLE ON HOW TO CREATE NEW PROGRAMS

CERTIFICATE OF ACHIEVEMENT

Description

This program is for faculty....

Career Opportunities

It allows faculty to work independently in Meta without waiting on staff, thus benefiting students in the long run.

Degree Requirements:

Required Courses:		**Credit Hours:** (13 - 14 Required)
ADM100	Introduction to the Administration of Justice	3
ADM107	Introduction to Computer/Digital Forensics	3
ADM100H or	Introduction to the Administration of Justice (Honors)	3
ADM100H	Introduction to the Administration of Justice (Honors)	3
BIO100 or	General Biology (Lecture and Lab)	4
BIO101	General Biology	3
ADM292	Internship Studies	1

Select 15 units from the following courses:		**Credit Hours:** (15 Required)
ADM200	Concepts of Criminal Law	3
ADM210	Criminal Procedures	3
ADM220	Criminal Evidence	3
ADM230	Policing in a Diverse and Multicultural Society	3
ADM240	Written and Oral Communication in the Administration of Justice	3
ADM250	Police Field Operations	3
ADM260	Organized Crime, Gangs, and Terrorism	3

Total: 28.00 - 29.00